



**National Commission  
on Libraries and Information Science  
MINUTES**

March 8 and 9, 1979  
Marriott Twin Bridges  
Arlington, Virginia

- MEMBERS PRESENT** : Joseph Becker; Robert Burns; Carlos Cuadra;  
Joan Gross; Clara Jones; Marian Leith;  
Frances Naftalin; John E. Velde, Jr.;  
William Welsh (for Daniel Boorstin); Mildred  
Younger; and Charles Benton, Presiding
  
- MEMBERS-DESIGNATE PRESENT** : Francis Keppel; Bessie B. Moore; and Philip Sprague
  
- STAFF PRESENT** : Alphonse F. Trezza; William D. Mathews;  
Douglas S. Price; Mary Alice Hedge Reszetar;  
Ruth L. Tighe; Carl C. Thompson; Ruby O. Woods-  
Robinson; and Barbara K. Cranwell, Recording  
Secretary
  
- WHCLIS STAFF PRESENT** : Marilyn Gell, Director, WHCLIS; Kevin Flaherty;  
Vera Hirschberg; Jerry Manolatos; L. Heather Nicoll;  
Janet Smalley; and Jean-Anne South
  
- GUESTS PRESENT** : James Coke, Academy for Contemporary Problems;  
Al Emery, Academy for Contemporary Problems;  
Barry Jagoda, WHCLIS Consultant;  
Don King, King Research, Inc.;  
Carl Moore, Academy for Contemporary Problems;
  
- OBSERVERS PRESENT** : Daniel Casey, Former NCLIS Member  
Eileen Cooke, Director, ALA Washington Office  
Colin Freeman, First Secretary, National Library of  
Australia, Embassy of Australia  
Kathryn King, Student, University of Michigan, Graduate  
School of Library and Information Science  
Gerald Sophar, Department of Agriculture

## Introductions

The Chairman called the meeting to order at 9:00 a.m. In his opening remarks, Chairman Benton stated that this was the first time in two years that all 15 Members of the Commission were on board. He welcomed the new Members with brief introductions: Messrs. Keppel and Sprague have been nominated by the President, and Mrs. Moore has been nominated for reappointment. The appointments have not yet been confirmed by the Senate. This was expected, hopefully, before the end of the week. (Note: As of 17 April, 1979, they were still not confirmed.)

The Chairman and Members of the Commission expressed their pleasure at Mrs. Moore's nomination for reappointment. The Chairman introduced the guests and observers present: Ms. Marilyn Gell, Director, and Mr. Jerry Manolatos, Deputy Director, White House Conference. Ms. Gell introduced the staff members of the White House Conference present; and Mr. Trezza introduced Mrs. Ruby O. Woods-Robinson as the new Research Associate for NCLIS.

The Chairman expressed his appreciation to the staff for arranging the Commission meeting—which, because of a complex web of arrangements for a session at the White House and for a possible meeting of the White House Conference Advisory Committee (which had to be postponed), turned out to be a very difficult task.

## White House Conference on Library and Information Services (WHCLIS)

The Chairman reviewed the morning's plans to visit the White House, and told the Commissioners that Mrs. Rosalyn Carter will be asked to be the Honorary Chairman for the White House Conference. Also, he said, he is hopeful that the President will be present, particularly on the final day of the Conference. Present plans call for Mr. Benton to see President Carter in the spring in order to involve him in the Conference planning process.

## The White House Conference - A Status Report

Ms. Gell spoke from the status report prepared by the WHCLIS staff and distributed during the meeting. Ms. Gell's discussion included a review of the goal; objectives; theme; program, including timeline and delegate preparation; exhibits; and personnel.

Ms. Gell said that the goal for the Conference will be:

To consider the impact of the information age on the daily lives of Americans from all walks of life, with special focus on the future roles of libraries and other information services within this context.

The six objectives for the Conference are:

- (1) To educate the delegates.
- (2) To educate the public.
- (3) To develop a set of public policy recommendations for local, state, Federal and private sector roles regarding library and information services.
- (4) To develop appropriate implementation strategies including a legislative package.
- (5) To involve key elected officials.
- (6) To generate public awareness and motivation for support of implementation strategies.

The theme for the Conference is:

Bringing Information to People.

Ms. Gell noted that "the two components of conference planning which have received detailed attention to this point are delegate preparation and exhibits." "We are dedicated to the principle that delegates should be involved as fully as possible in setting the Conference agenda." Establishment of the Conference program involves identification of issues: prioritizing of the issues and resolution of issues. Initial identification of issues is happening at the state level through pre-White House Conferences, through theme conferences--the most immediate of which is the "Libraries and Literacy" Conference, and through professional associations which are developing position papers. In addition, suggestions are coming from Congress and the White House.

After issues are identified, delegates will be involved in establishing priorities over the course of the summer. This process will be an interactive one to avoid any appearance of a pre-set conclusion. The goal of delegate preparation is both to provide a mechanism for delegate involvement and to be at a point at which substantive action can take place during the Conference itself.

In addressing the question of delegate selection, Ms. Gell said that "a subcommittee of the White House Conference Advisory Committee will be established to select both the at-large voting and non-voting delegates." Staff will assist in developing criteria for selection, but the choices will be made by this group.

The exhibit is seen as the "nerve center" of the Conference. Mr. Becker has been working with the WHCLIS staff in this area and, Ms. Gell reported, his ideas and suggestions have been invaluable. The purpose of the White House Conference exhibit is to reflect and support the goal and objectives of the White House Conference by providing "a glimpse into the future." Since the concepts of "future, roles and even information" constitute a high level of abstraction. The exhibits will serve to give delegates a tangible experience that should promote "creative thinking" about some of the issues and their possible resolutions. One especially important aspect of the exhibits will be a fully functioning, highly-sophisticated information center--a kind of "library of the future." This part of the exhibit will serve not only as a demonstration but will be established to meet the real information needs of those in attendance as well.

While considerable enthusiasm was expressed about the exhibit plan in general, several Commissioners expressed reservations about a proposed bookmobile van-cade. Concerns included use of fuel which may be in short supply by the fall and possible negative publicity which could result from local loss of bookmobile service. Ms. Gell agreed that this proposal needed further attention.

Since time was limited prior to adjourning to the White House, Ms. Gell asked the Commissioners to look over the detailed timelines for remaining components of the Conference plan for discussion in the afternoon. She noted that at that time a detailed analysis of the resolutions coming out of the first 35 pre-White House Conferences would be presented by Don King and a preliminary Conference format would be presented by the Academy for Contemporary Problems.

Mr. Manolatos then presented the White House Conference budget portion of the report with a brief explanation of costs. He directed the attention of the Commission to the explanation of various items and noted that the budget report will be updated periodically and regularly sent to the Commission.

#### White House Visit for Commissioners and Staff

The Commission then adjourned to the Roosevelt Room at the White House where the meeting continued. Mr. Benton introduced Mr. Al Stern, a member of the President's Domestic Policy Staff.

Mrs. Gell presented a brief update on the White House Conference to Mr. Al Stern of the Domestic Council. In his remarks, Mr. Stern observed that policy-making is the art of making decisions with insufficient information and acknowledged that there is a need for better and more precise information. There is an enormous ability to produce an overabundance of information; however, there is a need to bring technology and information together to make this abundance manageable, he said. One problem we face as a Nation is that our ability to provide raw information is far in advance of actual demand. Since World War II, society has become increasingly interdependent and complex. But there is a growing resistance among the public-at-large to technology, chiefly because it is not aware of the vastness of available information and how it can be used to solve the public's needs. We will lose a dimension of freedom if we cannot access and use information effectively. The public is made up of those who need and use information and those who do not. "Knowledge is power, but too much information is a form of impotence," he said.

Mr. Stern stated that while the establishment of networks may be critical, the book itself is not dead. The book--like the family--still persists, despite statements in the "Sunday Supplements" to the contrary. The Administration recognizes the growing difficulty of keeping pace with inflation. Rising costs of supplies, maintenance, books, etc., are all contributing factors to the problems with which libraries and information science must contend. The Administration looks forward to the Commission's participation in helping to deal with this critical situation.

The arrival of new technology is almost providential as a means for helping us solve these problems. There are considerable budget restraints because of the economy. Ten years ago, we would have attempted to solve these problems by throwing money at them, but this is no longer feasible because of the economy and budget constraints. Therefore, we have to be twice as ingenious, using only the best thoughts, suggestions and wisest counsel to find solutions, Mr. Stern said.

Dr. Cuadra remarked that the business of the nation is now information, very broadly defined. Has any consideration been given to how an information society should market its services to the world? What effect could this have on our balance of trade? In reply, Mr. Stern emphasized that information services are an important and growing commodity in calculating trade balance, but made a distinction between the services and information itself. The latter, he said, should be freely disseminated. Information service is the jewel in our industrial crown, he noted.

Mrs. Jones commented that, "We must recognize the major part that those who make information accessible will be playing. Libraries are extremely important. While the role of library and information science has expanded throughout history, that role may well need redefinition today. Will such a new role be reflected in current budget planning?" Mr. Stern replied, "I don't think this is the time to look for a rapidly escalating budget, but, I hope we can turn the corner on budget constraints soon."

Mr. Welsh stated that in recent budget hearings, the Library of Congress has encountered some resistance to its plans for using technology to make information more widely available to the public at large. Mr. Stern agreed that it was difficult to explain effectively how fundamental appropriate use of technology is.

Mr. Benton then introduced Mr. Richard Hardin, Special Assistant to the President for Information Management and Director of the Office of Administration, which has responsibility for information management systems in the White House. At present, Mr. Hardin said, the staff is trying to find ways to get accurate information to decision-makers on a more timely basis. In this effort, they are focusing on three areas: (1) The White House internal systems used to receive and enter data, and to generate reports, correspondence and internal memoranda; (2) external systems that provide information from outside data bases such as the New York Times, Scorpio, etc; and (3) interagency systems, for there is a need to share, access, and update each others' data bases. They would like a system which would enable an adviser to the President to sit down at a terminal and scan all domestic and foreign newspapers rapidly and efficiently, he noted. They are currently in the process of implementing a legislative tracking system--a network connecting all the three areas. The question is whether enough meaningful information can be obtained through the system so that it is worth using--not the 5-10 percent currently obtainable--but at least 40-50 percent? This would be necessary before the senior advisers would be willing to rely on the system. "We would like the Commission to help us educate Congress, identify useful sources of information, educate people to the uses of technology, and in laying out a plan of how best to approach these activities. We also need to learn from England, Japan and other countries," he said.

Mr. Welsh reported that the Library of Congress is involved with an experiment at MIT on image transmission. They are currently working on a prototype for equipment which is similar to facsimile. This might help resolve some of the problems of effective transmission.

Mr. Sprague commented that he is troubled by the feedback problem, particularly in view of the fact that only 1/3 of the people in our country actually vote and that the 2/3's who do not vote say, "So what?" I think it is crucial for people to participate in this country. Who is in charge of getting people to interact with the huge amount of information we have? Perhaps games are the key to America. People seem to love games."

Mr. Hardin commented that in England they are bringing information into homes through a system called "Viewdata," which utilizes readily available television receivers. This kind of approach might be appropriate for reaching large segments of the populace.

Mr. Welsh suggested that the role of the Commission ought to be changed so that it can play the role of an operating agency. "We are dealing with information. We are talking about information in all forms, and we are not limiting it to books," he said.

Mr. Benton asked Mr. Hardin what prompted them to turn the White House library into an information center. Mr. Hardin replied that the White House works in real time and needs more current information than is available in the traditional library. The White House library, previously, was strictly a book library, but now it is a sophisticated information center--one in which the staff tries to anticipate the issues, and not just respond to issues already raised. Mr. Welsh asserted, "That's not different from a library. Good libraries are doing that today."

Mr. Stuart Eisenstat, Assistant to the President for Domestic Affairs and Policy, welcomed the group to the White House, and in his opening remarks said, "We take both the National Commission on Libraries and Information Science and the White House Conference on Library and Information Services seriously." He expressed regret that the President could not be present, particularly in view of his long-standing interest in libraries. The President's first public position was that of a library trustee of the Sumter County Georgia Public Library. In addition, the President, in a major statement during the campaign, gave strong support for library and information programs as well as support for the White House Conference. "We know you are working on the definition of the role of the library for the next decade--its scope and function in an increasingly complex society where information is power," Mr. Eisenstat stated.

Mr. Eisenstat informed the Members that both he and Al Stern would serve as the White House contacts for the Commission and the White House Conference. "I hope that one of the things you will focus on will be the role of libraries--not as depositories for books--but as outreach facilities to help with literacy, learning disabilities, and the disadvantaged." He is appalled, he said, at the paucity of information and alternatives to books for children with learning disabilities. The whole area of literacy is a critical area in which the Commission should be involved. The White House Conference should be a truly grass-roots operation, he said, for libraries are synonymous with knowledge and information, particularly in a Democratic society, and the key is in the wisdom and knowledge of the electorate. "We want you to be expansive," he continued. "We will be happy to assist at any time in shaping your Commission and the Conference, in helping with recommendations, and, ultimately, in implementing those recommendations. We have taken every White House Conference seriously, and we have tried, wherever possible, to see that the recommendations are not only sound but are implementable."

In concluding his formal remarks, Mr. Eisenstat said, "We attach importance to your work and to the work of the Conference. The President has expressed a particular interest. I look forward to working with you and hope that you will be expansive in mind about the future of libraries."

Mr. Sprague asked, "What would you like to see at the end of the Conference?" In response, Mr. Eisenstat said, "We would like to see very specific recommendations so that it is clear to us what the relative role of the Federal, state and local governments should be. We need to know if legislation or a push from the top is necessary. We need clearly delineated recommendations and clear goals, stated in terms of what the roles of libraries should be in a modern society. The recommendations should spell out the means for reaching those goals. You ought to be telling us what to do. The Federal Government should not be telling you what to do. Generalities are important as a framework, but beyond that, it should be very specific."

Mr. Benton reassured Mr. Eisenstat by quoting the six objectives of the White House Conference:

- (1) To educate the delegates;
- (2) To educate the public;
- (3) To develop a set of public policy recommendations for local, state, Federal and private sector roles regarding library and information services;
- (4) To develop appropriate implementation strategies including a legislative package;
- (5) To involve key elected officials;
- (6) To generate public awareness and motivation for support of implementation strategies.

Mr. Stern thanked the group for coming to the White House.

Group pictures were then taken in the Roosevelt Room.

The Commission Members left the White House to tour the White House Information Center located in the old Executive Office Building.

Mr. Richard Neustadt greeted the Members and described the difficulties and importance of developing national information policy. He noted that there are many different views on what information policy is or should be. For example, the Information Industry Association feels that the government should get out of the information marketplace. The Post Office is trying to define its role as a matter of survival. There are different sets of players discussing and meeting on the issue, and the Commission has a role in this process, he said.



Mr. Neustadt also stated that there was lack of communication among public institutions. For example, in every community there are libraries, the Post Office, and public broadcasting stations, yet they do not talk to each other, he said. They are all short of funds and must, therefore, avoid unnecessary duplication. The White House Conference is a unique opportunity to get the issues on the table and to raise the level of understanding through discussions of the roles of government, the private sector, libraries, and public broadcasting stations. Libraries must see themselves as part of the total information community; the library community must begin to think about inter-relationships and think of itself as providing access points to all.

Mr. Neustadt emphasized the importance of involving the private sector and indicated that he expected the National Telecommunications and Information Administration would also play a role in addressing the question of relationships between the public and private sectors.

Dr. Cuadra commented that papers written by William Knox and Ruth Davis questioned the wisdom of establishing a national information policy. Mr. Neustadt acknowledged that there is no single definition or pattern, and that defining "a" policy might not be feasible. "Whatever information is, it is getting bigger," he said, "and we are trying to deal with the problems sequentially. We will never be able to talk about a single national information policy. We will never get everyone to agree on a circle. Right now, the White House is agonizing over the role of the Postal Service and electronic message service. The Commission could provide a tremendous service by laying out the breadth and complexity of the issue of a national information policy."

Mr. Sprague commented that one of the problems is getting the various elements together and getting them to make decisions not based solely on turf considerations. Mr. Neustadt agreed that this was difficult. Public broadcasting systems, for example, are trying to work out their future and are debating the merits of cable television and satellite transmission. In local communities, libraries and the Post Office are also concerned with these questions. Unfortunately, none of the planners are talking to each other and, as a consequence, there is expensive, needless duplication. What may develop is a telecommunication center which will provide two-way communication, such as the Viewdata experiment in England, which is operated by the British Post Office and uses cable television. Libraries ought to be a partner in that development in the United States. They must be involved with more than just books. Again, if businesses begin to use electronic messages, first-class mail volume will be cut by 50 percent. This would result in greatly increased postal rates and could well result in the demise of the Post Office altogether.

Ms. Sarah Kadec, Assistant Director for Information Management and Services, then introduced her staff and described some of the services planned and provided in the White House Information Center. The meeting then adjourned for lunch.

The afternoon session was called to order at 2:30 p.m. by Chairman Benton.

### Academy for Contemporary Problems

A brief history of the Academy for Contemporary Problems was provided by Messrs. Carl Moore and James Coke.

Mr. Coke then "walked" through the Conference schedule, explaining that there are three operating principles which should be involved in the design of a conference: (1) involvement by the delegates in both large and small group experiences; (2) exposure of the delegates to three types of experience: inspirational, work and play; and (3) achievement of a sense of closure--the Conference should end with a product and leave delegates with a sense that something has been accomplished.

The purpose of the plenary sessions is to inspire and strengthen peoples' imagination. Each would last 1-1/4 hours. The workshops would provide the work experience and would be around eight hours each, involving about 25 people in each. The plenary sessions provide large group experience and the workshops, small group experience.

"Play" would be provided by receptions, which may include one at the Library of Congress and one at the White House. The Conference would conclude with lunch on Thursday, he said. Further, each plenary session would utilize whatever communication media are necessary to present a "vision" of information in the future.

Open hearings will be held Monday afternoon and Tuesday and Wednesday mornings, primarily in order to enable the Conference to receive testimony for the official record from organizations and non-delegates. The WHCLIS Advisory Committee and NCLIS Members, and other appropriate policy-makers, will comprise the panels responsible for receiving the hearing testimony. Four drafting committees will meet on Wednesday after lunch to prepare reports for the final plenary session on Thursday morning.

The possibility of using a Delphi Approach as a means of delegate orientation was suggested by the Academy for Contemporary Problems. Mrs. Moore objected to the idea, stating, "I think it is totally unsuitable for this group." Mr. Coke responded that the technique would be modified for this application, and that he had used the word "Delphi" as a shorthand to describe the general idea involving delegates in Conference agenda setting.

### King Research, Inc.

Mr. Don King of King Research, Inc., presented a report entitled, Potential White House Conference Issues: An Analysis of the First 35 Pre-White House Conferences. Mr. Benton stated that this is an extremely important document and urged each Member to read the findings of this Report carefully, especially the "Summary and Recommendations" Section.

Mr. King stated that his analysis showed that there are four principal areas of concern: (1) new roles that libraries and information services should play; (2) special constituencies which libraries and information services should serve; (3) operational considerations of libraries and information services; and (4) the relative role of government at the local, state and national levels. Within these principal areas of concern, eighteen major issues have been identified:

--The role libraries should play --

in collection and preservation of new kinds of information  
as an educational institution  
in providing information for coping with life's problems;

--The level at which libraries should serve --

the entire needs of communities  
special constituencies  
school-age children  
researchers and other professionals;

--The ways in which libraries --

share their resources  
apply new technology  
conduct training for personnel  
employ public relations  
improve access to facilities;

--And, what the governance structure should be; how libraries should be funded; what new legislation is needed; whether and how the copyright law should be modified; how libraries can avoid censorship; and how resolutions can achieve desired results.

Mr. King read the two suggested objectives of the Conference: (1) To consider substantive issues concerning the role of libraries and information services in a contemporary information-laden society; and (2) to develop operational and governance strategies for making needed changes happen.

The report proposes as discussion topics: Libraries as part of the information sector; libraries as part of the educational sector; library service to special constituencies; U.S. libraries as part of the international information community; use of networks; use of new technology; governance strategies; funding strategies; and legislative strategies.

After Mr. King's presentation, Mr. Welsh asked, "What is the relationship between the issues in the Report and the Conference themes?" Ms. Gell responded that the issues will be discussed specifically in the workshops

to arrive at resolutions and suggested courses of action. Some issues will show up in every one, i.e., each theme area is likely to have some type of funding issue. "We want to provide the space for delegates to think creatively about the issue. We want to prepare them with extensive delegate preparation. There will possibly be other issues coming out of the remaining state conferences and issues yet to be identified by associations. By the time of the Conference, we would hope that the delegates would be prepared to be creative and specific, because of extensive briefing interaction," Ms. Gell stated.

Mrs. Moore urged that careful consideration be given to the urban poor who, in many cases, do not have telephones and who fear anything except the "book." Ms. Gell responded, "We are concerned with people getting the information they need. The underlying principle that we have to remember is that it is important in a Democratic society that the poor have access to information. The rich will always have access to information."

Mr. King asked, "What do you want to have come out of the Conference? Are you looking for funding, legislation, governance strategies? Make certain that the delegates know these are the questions to be asked and make sure that they are very well versed on the subjects."

Ms. Gell suggested that the WHCLIS Advisory Committee could select those who will chair the workshops. Mr. Manolatos stated, "The quality of the Conference is no better than the leader running the workshop sessions."

Mr. Burns asked how the chairpersons would be trained? Mr. Moore replied that some could be selected based on their participation in the state and territorial conferences or, perhaps, by using the at-large appointments as a means of designating people with special experience or expertise to serve in that capacity.

Mrs. Younger--referring to the "components" list in the Status Report, said she found it confusing and hoped that the list would be reworded to be more palatable. In particular, she stated that people in need do not fit into any particularly category. "For instance, 'information in the home.' The socially disadvantaged person probably doesn't even have a home, as we define it," she said.

Mr. Becker asked, "What is the end product of the Conference? It could be draft legislation, a series of resolutions, a final report, etc. I think we need an idea of what this format should be. What is the end product we want out of this Conference?"

#### Report on the Information Community Advisory Committee

Mr. Jagoda, who has been working on the establishment of an Information Community Advisory Committee to the WHC Advisory Committee, reported on progress to date. This committee, he said, will have three functions:

to help provide ideas for the program and exhibits; to serve as a channel for disseminating the Conference themes and conclusions to their communities; and to assist in the development of resources beyond those provided by Federal allocations. The candidates for this committee have been drawn from all elements of the information community, Mr. Jagoda said. Final decisions on membership are expected in time to hold the first meeting of this group on April 6.

### Literacy Theme Conference

Miss Jean-Anne South, WHCLIS staff, presented a status report on the Literacy Theme Conference. The Conference, "Libraries and Literacy," will be held at the Sheraton Reston Hotel in Reston, Virginia, April 1-4, 1979. The goal of the conference is to produce recommendations relative to the role of libraries in the literacy movement, which would be sent to Congress, the WHCLIS, and back to the organizations participating in the Literacy Conference, for ratification and action.

The Speakers invited to address the conference include Dr. Ernest Boyer, U.S. Commissioner of Education; Congressman John Brademas, Indiana; Mr. Joseph Duffey, Chairman of the National Endowment for the Humanities; Dr. Patricia Graham, Director of the National Institute of Education; and Mr. Jonathan Kozol, Director of the National Literacy Coalition.

Fund-raising efforts for the conference have succeeded in a grant form contribution by the National Endowment for the Humanities (\$17,500); funds have also been promised by the National Institute of Education (\$15,000); and from the U.S. Office of Education (\$12,500). Members of the Commission are invited to attend.

### White House Conference on Small Business

Mr. Gerald Sophar reported to the Members on the role his office will be playing in the forthcoming White House Conference on Small Business, which will be held in January 1980. They have submitted a proposal through the Council for Advocacy, an independent office within the Small Business Administration which is charged with advocating legislation for small businesses, to the Domestic Policy Council and the WHC staff is cooperating in support of this proposal.

In summary, he said, they are proposing that the U.S. Department of Agriculture, through its Science and Education Administration, a major provider of scientific and technical information (STINFO) take a lead-agency role in a long-range program to revitalize public library systems by supporting programs and redirecting available funds to make the public libraries a single, identifiable, one-stop shopping center in a community for scientific and technical information, and other information essential to small businesses, farmers, local community groups and others. The proposal also recommends that the White House Conferences on Small Business (January 1980) and Library and Information Services (October 1979) be linked.

The objective of the proposal is to coordinate the extensive public and private information infra-structure of the U.S. so that all of its elements work in unison, and to assure that the contents of the nation's data bases become as accessible to small business, farmers, and local community groups as they now are to the Federal Government, large corporations, major colleges and universities, and agri-business, so that these significant contributors to the nation's productivity can effectively participate in and assist in the solution of such national problems as environmental protection, energy availability and use, agricultural productivity, etc.

This proposal is significant in that over the past 20 years some 20 major studies have been evaluated and made recommendations as to how STIFNO only circulates within and among Federal agencies, major corporations and large academic institutions. It is not accessible to the more general small business clientele of USDA and other Federal agencies. The closing of this gap should be a national priority according to the NSF study "Passing the Threshold into the Information Age--Perspective for Federal Action on Information," prepared for the NSF by Arthur D. Little and Co., and other similar documents. It proposes the strengthening of well distributed, easily accessible facilities as the local community resources.

The proposed is now being implemented by USDA, DOE, and EPA in a pilot program with the Denver Public Library which, in turn, is supporting community libraries in Colorado.

Since the overall purpose of the WHCLIS is to "develop recommendations for the further improvement of the nation's libraries and their use by the public," and since abundant evidence exists that publicly available scientific and technical information and related information is not accessible to the nation's small businesses and farmers, the Commission, in turn, has proposed to highlight their information needs and to identify the gaps in contemporary information dissemination and delivery systems to these constituencies. The Conference will address these issues and problems. NCLIS will propose a linkage between the White House Conference on Small Business and its own Conference in order to assure coordination in those areas of mutual interest, and post-conference cooperation between the small business community and the library and information services community so that the conclusions and recommendations resulting from the Conference continue to be addressed in the national interest.

The meeting was adjourned at 5:30 p.m.

Friday, March 9, 1979

The Chairman called the meeting to order at 8:30 a.m.

#### Minutes

There were several corrections to the Minutes of the Commission meeting held December 7 and 8, 1978, in Beverly Hills, California.

Page 6 - Report on The Role of the School Library Media Program in Networking. Change Minutes to reflect that the discussion was that the funds be appropriated, not authorized, for this project.

3rd paragraph, 8th line. Change "scale" to "skill."

Page 10 - Correct 1979 amount column to \$122,500; and 1980 amount column to \$100,000.

Mr. Burns asked, again, that the Minutes be distributed as soon after the meeting as possible, urging, "The Minutes should be on a timely basis; no later than 10 days after the close of business." Mr. Benton remarked that a new procedure for the Minutes is being established and this will be discussed between Mr. Trezza and himself. Mrs. Moore reminded Mr. Burns that the Commission operates with a very small staff--"It is a very small staff with a very large job," she said.

It was MOVED by Robert Burns, and seconded by William Welsh, that the Minutes of the NCLIS meeting held December 7 and 8, 1978, be approved as amended and corrected. Passed unanimously.

#### NCLIS Governance Structure

The fifth draft of the NCLIS Governance Structure document was distributed. Several suggestions for changes were made and accepted.

- Under Policy/The Executive Committee, Makes policy decisions on behalf of the Commission when it is not feasible to consult with the Commission as a whole. The underlined words should be added.
- Under Appointment of Vice Chairman/Full Commission, change "selects and appoints..." to "elects...".
- Under Appointment of Vice Chairman/Executive Committee, it should be reworded to read: "The Vice Chairman serves as Chairman in his absence and performs additional duties as assigned."
- Under Executive Committee/Functions, Meets as the need arises... Add the following sentence. "Minutes of all committee deliberations shall be recorded and distributed, as soon as possible, to the full Commission for review at the next regular NCLIS meeting." Mrs. Naftalin asked how the Executive Committee intended to inform the other Members of actions taken at such meetings.

After discussion, Mr. Welsh MOVED, and Mrs. Leith seconded, that the following words be inserted: "The Committees' deliberations shall be recorded in minutes which will be distributed as soon as possible to the full Commission for review at the next regular meeting."

The motion was passed unanimously. By general agreement, it was decided that this statement would apply to all Commission committees.

Mr. Welsh suggested that action on the NCLIS Governance Structure be deferred until the end of the year; he suggested operating within the premise of the document, however, without officially adopting it. Mr. Benton agreed that this could be possible, using the document as an informal guideline. Mr. Becker also agreed, stating, "I think this is a good suggestion. The process of developing the document has served an important purpose of delineating responsibilities."

It was then Moved by Mrs. Naftalin that discussion on the Governance Structure be tabled and that the Commission and staff, in effect, follow Mr. Welsh's suggestion. The Chairman called for the question, and the motion was defeated.

Dr. Cuadra stated that it did not make sense for the Commission to agree to operate by guidelines it is not willing to adopt formally. Mr. Burns agreed.

Dr. Cuadra then Moved, and Mr. Burns seconded, that the NCLIS Governance Structure be accepted as it now stands. During discussion following the motion, Mrs. Naftalin suggested an amendment to include distribution of the minutes of formal Executive Committee and Commission Committee discussions. Mr. Becker suggested the wording be: "The Governance Structure be approved and that language be added to assure that all Members receive minutes of Committee meetings."

Mr. Trezza asked that the staff have an opportunity to comment on the document. Mr. Price questioned the usefulness of "Records and publishes in his (Executive Director's) report the fees paid to each individual Member during that period." Dr. Cuadra suggested that the words "and publishes" be deleted. This suggestion was agreeable to all. Mr. Benton stated, "This information would be available on request, but not published."

Mr. Mathews expressed concern with the statement, "Maintains official relationships at appropriate levels for the conduct of daily business." What, he asked, are appropriate levels? Mr. Becker replied that the intended purpose of the document was not to restrict normal business contacts; Mr. Benton added that it does give lots of latitude.



Mr. Mathews also suggested that perhaps three Members, rather than five, constitute the Executive Committee. Mr. Benton replied, "I can see the Executive Committee being the Chairman, the Vice Chairman, and one other Member." Mrs. Jones stated that she thought this matter should be discussed further by the Executive Committee.

Mr. Trezza assured Commissioners that the staff would do its best to work within the newly-established guidelines of the NCLIS Governance Structure.

Dr. Cuadra then revised his previously offered Motion, and MOVED that the NCLIS Governance Structure document, dated February 20, 1979, as amended, be approved and that language be added to insure that minutes of all Committee deliberations shall be recorded and distributed, as soon as possible, to the full Commission for review at the next regular NCLIS meeting. John E. Valde, Jr., seconded the motion. Passed unanimously.

#### Vice Chairman

It was MOVED by John E. Valde, Jr., and seconded by Carlos Cuadra, that Bessie B. Moore serve as Vice Chairman, NCLIS, effective with the confirmation by the Senate of her reappointment. Her term as Vice Chairman will extend through July 19, 1980. Passed unanimously by acclamation.

#### Open Forum on a National Periodicals Center

Mr. Trezza reported to the Members that the Open Forum on a National Periodicals Center will be held March 19 and 20, 1979. The NCLIS Advisory Committee on a National Periodicals System will meet on March 20 and 21, 1979. Details of the Open Forum are provided in a press release included in the Commission meeting folders (in meeting packets), and complete information (minutes, participants list, position papers, etc.) will be sent to all Members as soon after the meeting as possible. Mr. Trezza indicated that invitations to the Open Forum had been sent to a broad and representative group of organizations. Mr. Burns agreed with Mr. Trezza and added that responses have been enthusiastic.

Dr. Cuadra suggested, and Mr. Trezza agreed, that Mr. William DeJohn, who will be presenting a paper on the use of existing systems, be requested to include some information about OCLC as a possible alternative to a National Periodicals Center.

Mr. Welsh stated, "NCLIS must address its future role. I think we should have responsibility for the NPC. If we do not move on this major project, it will be taken out of our hands. This is an opportunity for leadership. I am going to push for this role for NCLIS."

Dr. Cuadra stated, "I believe there is an obligation for us to decide, as a body, whether it is necessary to establish a new agency or whether it is a job of getting periodicals to people without any Federal money at all. We have to be sure that it cannot be done any other way before we ask for tax dollars. We have not examined all of the alternatives as carefully as I would have liked. I think new views are surfacing."

Mr. Benton noted that this is the most important decision we will make, pro or con, short of the White House Conference. "I think," Mr. Benton said, "the Commission, if properly mandated, could perform this kind of a project very well. One of the outgrowths of the White House Conference could be a change in the mandate of NCLIS."

All Commissioners were invited--and encouraged--to attend the Open Forum. Messrs. Burns, Cuadra, and Sprague and Mrs. Naftalin announced their plans to attend.

### National Library Act

The Members were informed that Mr. Whitney North Seymour, Jr., Chairman of the National Citizen's Emergency Committee to Save Our Public Libraries had held a National Library Act Workshop on February 21 for the purpose of discussing the contents of a study bill for a proposed National Library Act. The session, which was attended by both Commission and White House Conference staff, was intended to be a working session, and attendance was by invitation only. Staff from both Senator Javits' and Senator Kennedy's office were among those in attendance.

Discussion focused on the draft Act Mr. Seymour had prepared, and the response submitted by the Association of Research Libraries (ARL). While not everyone agreed, at the workshop, that a formal bill should be introduced during this Congress, it was decided that the introduction of a "study" bill would do no harm and thus should not be delayed. Mr. Seymour agreed to edit the draft Act incorporating the suggestions made at the workshop.

Discussion among the Commissioners focused on timing; shouldn't introduction of legislation establishing a national library agency be deferred until after the WHCLIS was held? Mr. Trezza and Ms. Gell agreed, but reported they had been unable to persuade Mr. Seymour to do so. Mrs. Jones was asked to obtain additional information on the Urban Libraries Council's position. Mr. Trezza will keep Members informed of any new developments in the matter.

### Legislative Strategies for NCLIS

Mr. Welsh asked, "Does the Commission want to have operating responsibility?" During the general discussion that followed, Mr. Velde noted that there is a possibility that this Commission will be abandoned after the White House Conference. Mr. Burns stated that outlining the pros and cons of NCLIS becoming an operating agency would be helpful. Mr. Benton suggested, "Let's relax and let the dynamics of the White House Conference develop."

### Public/Private Sector Task Force

Commission Document #79-24 was distributed in the meeting folders. The document includes a list of suggested participants for the Public/Private Sector Task Force. Dr. Cuadra informed the Members that a chairman for the task force has not, as yet, been selected. Both Mr. Burns and Mrs. Younger stated that they had reservations regarding a few of the suggested names and asked Dr. Cuadra for an opportunity to talk with him before final decisions were made.

### International Relations Task Force

Mr. Welsh recommended that establishment of the Task Force on International Relations be postponed. Ms. Gell added that it was not clear to her just what this task force could do quickly enough to help with the White House Conference and that, perhaps, direction could come out of the Conference which would prove helpful in setting up such a task force in the future. Mr. Velde reminded the Members that this is a part of our regular, on-going program, and one which we have planned for over three years.

By general agreement, it was decided that the establishment of an International Relations Task Force be delayed and that the matter be included for discussion and possible action on the agenda of the Commission's September 1979 meeting.

### School Media Task Force Report

Mrs. Leith announced that a slide presentation outlining the elements of the study was shown at the recent meeting of the American Association of School Administrators. She thought the Members would find this presentation informative and, if possible, arrangements to show the slides during a future Commission meeting be planned.

### Status--Library of Congress Project

The publication: The Role of the Library of Congress in the Evolving National Network, has just been released.

This publication constitutes the final report of a study conducted by Lawrence Buckland and William Basinski of Inforonics, Inc., under contract to the Library of Congress Network Development Office with funds from NCLIS. The purpose of this study was to define in greater detail the role of the Library of Congress in the nationwide library and information service network proposed by NCLIS.

Mr. Trezza stated that Mrs. Henriette Avram, Chief of the Network Development Office, LC, would be pleased to make a presentation of this project at a future Commission meeting, if the Members so desire.

### Commissioners' Comments

Mrs. Jones stated that she thought this was an excellent meeting, and was pleased with the good, indepth discussions.

Mr. Velde stated that he presented opening comments at the Los Angeles regional meeting (over 600 attended) which was held as part of the preparation for the White House Conference.

Mr. Welsh said that the Library of Congress has completed their budget hearings in both the Senate and House. No new initiatives were included; however, the Library of Congress is focusing on elimination of duplication and review of priorities.

Mr. Keppel said, "I'm low on the learning level, and I look forward to catching up."

Mrs. Gross thought the committee meeting was productive; meeting in small groups gets a lot of things done, she noted.

Mrs. Younger would like to see more informational material available on both the National Commission and the White House Conference and suggested that, perhaps, what is needed is more public relations work. Mr. Trezza agreed on the need for more public relations activity, but stated, "We have limited staff talent and time to do public relations work for NCLIS."

Mr. Sprague stated, "I'm glad we solved some of the problems about the way we operate." He also said that he was very pleased that there is going to be a White House Conference on Library and Information Services.

Mr. Burns thought this was a very productive meeting. He also commended the people responsible for the NCLIS Governance Structure stating, "I find it a good vehicle for implementing this kind of process." He welcomed the new Commissioners and stated that he was looking forward to trading ideas. "Although we don't always agree among ourselves, we always leave the room with good feelings," he said. Mr. Burns suggested that the Commission meet at the Center for Research Libraries if possible, or at least, have a representative from the Center attend our May Commission meeting.

Mrs. Naftalin thought it was a very good meeting, especially with a full complement--which is a milestone. She felt that there was marvelous interchange and good coverage of the agenda. She also informed the Members that she attended the California pre-White House Conference--which was illuminating.

Mrs. Leith appreciated the indepth discussion and concurred with the other Members that the meeting was rewarding because of its openness.

Mrs. Moore thanked the Members for re-electing her as Vice Chairman. She informed the Commission that she attended the Mississippi Pre-White House Conference, which was an excellent conference. She has been invited (one of 100 people) to attend a Conference on Networking at Indiana University.

Mr. Benton stated, "I am exhilarated and inspired by the results of this meeting. It has been an exciting two days." He congratulated Ms. Gell and her staff for the excellent status report on the White House Conference. He also congratulated Mr. Trezza and his staff for swinging into the new ways of operating with a new Chairman and a new system. "We are well launched," he said.

#### Executive Director's Report

Mr. Trezza presented a Resolution on a U.S. Department of Education which stated that NCLIS supports the establishment of a Cabinet-level Department of Education in the Executive Branch; and that all programs relating to access to information and learning resources through libraries or educational technology, including both traditional and nontraditional learning modes, be consolidated in a separate office within a new Department of Education.

By general agreement, the Resolution on a U.S. Department of Education was approved.

#### Title 44

Commission Document #79-26, Revision of Title 44, Public Printing and Documents, was distributed in the meeting folders. Mr. Trezza stated that the staff will prepare a paper analyzing this situation and this will be discussed by the Research Committee at the Commission's May meeting.

#### Project Media Base

The implementation of the recommendations contained in the Project Media Base report will be discussed by the Program Committee at the May Commission meeting.

The next meeting will be held on May 17 and 18, 1979, in Evanston, Illinois at the Holiday Inn.

The meeting was adjourned at 5:00 p.m.



**National Commission  
on Libraries and Information Science**

**MINUTES**

**NCLIS Program Committee  
March 9, 1979**

**Members Participating:** Charles Benton; Francis Keppel; Bessie Moore;  
Frances Naftalin; William Welsh; and Joseph Becker,  
Committee Chairman

**Staff Participating :** Alphonse F. Trezza; and Douglas S. Price

The Chairman, Mr. Becker, opened the meeting by quoting the mission of the committee from the NCLIS Governance Document. He then reviewed the history of the development and publication of the NCLIS National Program Document (NPD). He pointed out that a matrix had been prepared showing the objectives and implementing projects for each objective (a copy of an early version of this matrix is attached hereto), and that the NPD, this matrix, and successor documents had provided the basis for all staff actions since the publication of the NPD in 1975. Expenditures by NCLIS in this area approximate \$150,000 per year. The NPD indicates that legislation should be a principal means for implementing the National Program, but that legislative action should be deferred until after the White House Conference (WHC), since legislative proposals should reflect the recommendations of the WHC, as should any revision of the NPD.

Reviewing the functions of the committee, Mr. Becker indicated that he hoped that there would be a formal presentation to the committee of the annual program plan. This would normally occur at the March meeting, so that the Committee could review it and present it to the full Commission in May. Mr. Trezza pointed out that Commission Document #79-23 could serve this function for this year and that more formal and more complete presentations would be made in 1980.

The Program Committee will meet with staff to monitor progress, and a decision must be made as to the frequency and timing of such meetings. The fourth function listed in the committee's function statement indicates that committee presentations of program status at NCLIS meetings will replace or supplement staff presentations for the purpose of stimulating substantive discussion.

Mr. Price explained the scheduling problems of the program/budget procedure as presently constituted. In order to meet the OMB/Congressional schedules, the budget request for fiscal year 1981 has to be submitted to OMB by the first week in September. Therefore, Commission approval of the budget

request has to be obtained at the May meeting. To provide a basis for this budget, a normal schedule calls for the program to be submitted at the March meeting and approved shortly thereafter. The program for fiscal year 1981 must be constructed before fiscal year 1979 is half over, one-and-a-half to two years before the program is to be executed. Since the Commission's work is cumulative, with each activity building on the results of preceding activities, some of which will not be completed for months in the future, program decisions must be kept flexible, so that adjustments can be made to reflect the actual situation at the time the work is to be initiated.

Mr. Welsh inquired about the implications of WHC recommendations for the budget presentation. Since the budget must be submitted in September, how can it reflect actions to be taken as a result of the WHC recommendations, when they will not yet be known? Mr. Price indicated that NCLIS is not limited to the actions and projects described in the budget request. Once the budget is approved, we can spend the money as required by our mission without necessarily adhering strictly to our budget proposals. We have always responded to targets of opportunity. OMB and Congress have been told this, as well as our need to build on earlier results.

Mrs. Moore suggested that one of the activities for the committee under the fifth function, "Raises substantive issues...", might be providing input to the White House, which had been requested by White House staff at the meeting the previous day. Mr. Welsh indicated that it was his impression that those comments were largely in relation to the WHC.

The responsibilities listed for the Commission Chairman were discussed, and it was agreed that the second and third items should be moved to the Committee Chairman to conform to the pattern of other committees.

Mr. Becker asked the Commission Chairman, Mr. Benton, what was expected from the committee. Mr. Benton replied that he wanted priorities. The committee should set out the priorities in an organized fashion, with budget allocations for each item and with a rationale for the priorities established. The committee should develop an indepth, detailed understanding of the established priorities. Mr. Trezza agreed to the necessity for prioritizing, but indicated that he would need some flexibility in execution. Mr. Becker pointed out that the Research Committee would also need to know the priorities in order to identify appropriate projects.

Mr. Trezza then explained the budget document/report (Commission Document #79-22). He pointed out that it was atypical, because the actual expenditures included the month of January, but that future reports would be on a quarterly basis. He also indicated that the line labelled 41.0 was shown separately to identify project funds available for expenditure, even though these funds are actually included in other line items. In authorizing projects for execution, it has been Commission practice to authorize considerably more than would be permitted by available funds, so that if something interferes with expending the money on one project, the funds

can be diverted to another project. This enables the Executive Director to insure that all funds are expended. Items authorized, but not executed during one fiscal year become the first items on the agenda for the following fiscal year. Mrs. Naftalin asked if such carryover projects could be re-evaluated in the following year and was assured that they could.

Mr. Becker indicated that it was his understanding that the Program Committee would set direction and establish substantive priorities, while the Research Committee would identify what actions and projects should be undertaken in response to the Program Committee recommendations. There would, of course, be back and forth interaction.

At this point, the committee was joined by the Research Committee. See separate Minutes.



# SUGGESTED RESEARCH PROJECTS IN SUPPORT OF PROGRAM OBJECTIVES

OBJECTIVE	OBJECTIVE 1 ENSURE THAT BASIC SERVICES OF LIBRARY AND INFORMATION SERVICES ARE AVAILABLE TO MEET THE NEEDS OF ALL LOCAL COMMUNITIES AND NATIONS	OBJECTIVE 2 PROVIDE ADEQUATE SPECIAL SERVICES TO SPECIAL CONSTITUENTS, INCLUDING THE UNDERDEVELOPED	OBJECTIVE 3 STRENGTHEN EXISTING NATIONAL DEMOCRACY AND SYSTEMS	OBJECTIVE 4 DEVELOP AND CONTINUALLY REEVALUATE THE HUMAN RESOURCES REQUIRED TO IMPLEMENT A NATIONAL PROGRAM	OBJECTIVE 5 COORDINATE EXISTING FEDERAL PROGRAMS OF LIBRARY AND INFORMATION SERVICE	OBJECTIVE 6 MAKE THE PRIVATE SECTOR AN ACTIVE PARTNER IN THE DEVELOPMENT OF THE NATIONAL PROGRAM
PROJECT ACTION						
DESCRIPTION OF PROJECT PURPOSE	THE PROJECT PURPOSE WOULD BE TO ESTABLISH COOPERATION AMONG STATES FOR INCORPORATING FEDERAL AND STATE LEGISLATION THAT WOULD BE AVAILABLE TO ALL STATES TO CATCH UP TO MINIMUM LEVELS OF RESOURCES AND SERVICES. THERE ARE LARGE SECTIONS OF THE COUNTRY WHERE LIBRARY SERVICE IS BEING DEVELOPED AT A RATE THAT IS VIRTUALLY IMPOSSIBLE. AN COOPERATION FORMULA IS NEEDED FOR FEDERAL/STATE FINANCING THAT WOULD INCREASE THE NUMBER OF SERVICE POINTS IN RURAL AREAS AND MAINTAIN AN ADEQUATE LEVEL OF AVAILABLE NATIONALS.	THE PROJECT PURPOSE WOULD BE TO PROVIDE CRITERIA FOR ADDRESSING THE LIBRARY AND INFORMATION NEEDS OF SPECIAL CONSTITUENTS. IT WOULD ESTABLISH CRITERIA FOR INCORPORATION INTO FEDERAL AND STATE LEGISLATION THAT WOULD BE AVAILABLE TO ALL STATES TO CATCH UP TO MINIMUM LEVELS OF RESOURCES AND SERVICES. THERE ARE LARGE SECTIONS OF THE COUNTRY WHERE LIBRARY SERVICE IS BEING DEVELOPED AT A RATE THAT IS VIRTUALLY IMPOSSIBLE. AN COOPERATION FORMULA IS NEEDED FOR FEDERAL/STATE FINANCING THAT WOULD INCREASE THE NUMBER OF SERVICE POINTS IN RURAL AREAS AND MAINTAIN AN ADEQUATE LEVEL OF AVAILABLE NATIONALS.	THE PROJECT PURPOSE WOULD BE TO EXPLORE FUNDING OPTIONS FOR INCORPORATING FEDERAL AND STATE LEGISLATION THAT WOULD BE AVAILABLE TO ALL STATES TO CATCH UP TO MINIMUM LEVELS OF RESOURCES AND SERVICES. THERE ARE LARGE SECTIONS OF THE COUNTRY WHERE LIBRARY SERVICE IS BEING DEVELOPED AT A RATE THAT IS VIRTUALLY IMPOSSIBLE. AN COOPERATION FORMULA IS NEEDED FOR FEDERAL/STATE FINANCING THAT WOULD INCREASE THE NUMBER OF SERVICE POINTS IN RURAL AREAS AND MAINTAIN AN ADEQUATE LEVEL OF AVAILABLE NATIONALS.	THE PROJECT PURPOSE IS TO DEVELOP HUMAN RESOURCES REQUIRED TO IMPLEMENT A NATIONAL PROGRAM. IT WOULD ESTABLISH CRITERIA FOR INCORPORATION INTO FEDERAL AND STATE LEGISLATION THAT WOULD BE AVAILABLE TO ALL STATES TO CATCH UP TO MINIMUM LEVELS OF RESOURCES AND SERVICES. THERE ARE LARGE SECTIONS OF THE COUNTRY WHERE LIBRARY SERVICE IS BEING DEVELOPED AT A RATE THAT IS VIRTUALLY IMPOSSIBLE. AN COOPERATION FORMULA IS NEEDED FOR FEDERAL/STATE FINANCING THAT WOULD INCREASE THE NUMBER OF SERVICE POINTS IN RURAL AREAS AND MAINTAIN AN ADEQUATE LEVEL OF AVAILABLE NATIONALS.	THE PROJECT PURPOSE WOULD BE TO DEVELOP HUMAN RESOURCES REQUIRED TO IMPLEMENT A NATIONAL PROGRAM. IT WOULD ESTABLISH CRITERIA FOR INCORPORATION INTO FEDERAL AND STATE LEGISLATION THAT WOULD BE AVAILABLE TO ALL STATES TO CATCH UP TO MINIMUM LEVELS OF RESOURCES AND SERVICES. THERE ARE LARGE SECTIONS OF THE COUNTRY WHERE LIBRARY SERVICE IS BEING DEVELOPED AT A RATE THAT IS VIRTUALLY IMPOSSIBLE. AN COOPERATION FORMULA IS NEEDED FOR FEDERAL/STATE FINANCING THAT WOULD INCREASE THE NUMBER OF SERVICE POINTS IN RURAL AREAS AND MAINTAIN AN ADEQUATE LEVEL OF AVAILABLE NATIONALS.	THE PROJECT PURPOSE WOULD BE TO EXPLORE THE RELATIONSHIP BETWEEN "PUBLIC" PUBLIC LIBRARY INFORMATION SERVICES AND THE "PRIVATE" SERVICES OFFERED BY COMMERCIAL INFORMATION COMPANIES. IF IT IS TO BECOME THE PRINCIPAL SOURCE OF INFORMATION IN THE COMMUNITY, THE LOCAL PUBLIC LIBRARY WOULD BE PROVIDING PUBLIC INFORMATION SERVICES FOR ALL TYPES OF INFORMATION. SOME OF THESE SERVICES MAY BE NEW TO THE LIBRARY. IN OTHER CASES, THEY MAY INCLUDE SERVICES AT PRESENT FOR EXAMPLE COMMERCIAL INFORMATION SERVICES AND COMPUTERIZED DATA BASES AND NOT A NEUTRAL PART OF LOCAL LIBRARY SERVICES. ACTIVITY WOULD BE THE IMPLICATIONS OF LOCAL PUBLIC LIBRARIES BEING CHARGED WITH THE USE OF INFORMATION ON DIVERSE INFORMATION SERVICES.
11656-1						
RELEVANT BACKGROUND PAPERS	THE NATIONAL LIBRARY NETWORK ITS ECONOMIC RATIONALE AND FUNDING MAYES TRANSFERENTIAL FUNDING FRAME PUBLIC LIBRARY FINANCING (JULY 1980) PUBLIC LIBRARIES MARTIN	THE NATIONAL LIBRARY NETWORK ITS ECONOMIC RATIONALE AND FUNDING MAYES TRANSFERENTIAL FUNDING FRAME URBAN INFORMATION NEEDS PUBLIC LIBRARIES MARTIN	THE NATIONAL LIBRARY NETWORK ITS ECONOMIC RATIONALE AND FUNDING MAYES TRANSFERENTIAL FUNDING FRAME THE STATE LIBRARY AGENCY TREZZA THE MULTISTATE AGENCY CHAGMAN PUBLIC LIBRARIES MARTIN SPECIAL LIBRARIES STANLEY UNIVERSITY LIBRARIES WILSON SCHOOL MEDIA FRANKLIN INDEPENDENT RESEARCH WASHINGTON INFORMATION CENTERS WILSON COMMUNITY COLLEGE LYNN	MANPOWER AND EDUCATIONAL PROGRAMS FAYLOR CONTINUING LIBRARY AND INFORMATION SCIENCE EDUCATION WELLS (CATHOLIC UNIVERSITY)	THE FEDERAL LIBRARY AND INFORMATION COMMUNITY AILEY GOVERNMENT AND PRIVATE SECTOR INFO ACTION CARNEY GOVERNMENT PUBLICATIONS FAY	GOVERNMENT AND PRIVATE SECTOR INFO ACTION CARNEY THE PRIVATE SECTOR AS A SEGMENT OF THE INFORMATION COMMUNITY BURNHAM THE INTERACTION OF THE INFORMATION AND THE PRIVATE SECTOR WELLS (CATHOLIC UNIVERSITY) ADDITIONAL RELEVANT SERVICES (JULY 1980, 1981, 1982)
STRATEGY	THIS IS AN AREA WHERE OUR EXECUTIVE DIRECTOR HAS HAD CONSIDERABLE EXPERIENCE. HE SHOULD THEREFORE SET A LIBRARY THAT WOULD BE AN INDIVIDUAL DIRECTLY RESPONSIBLE TO THE EXECUTIVE DIRECTOR FOR THIS PROJECT. THIS PERSON WOULD BE RESPONSIBLE FOR ESTABLISHING A TASK FORCE COMPOSING OF REPRESENTATIVES FROM CONGRESS, ARLA, ALTA, ETC.	THIS PROJECT WOULD BE UNDER THE SUPERVISION OF OUR AMERICAN INDIAN COMMITTEE. THE AMERICAN INDIANS ARE A SPECIAL CONSTITUENT WHOSE NEEDS ARE A REAL PROBLEM IN THE PROJECT OF HELPING THEM. WE CAN ALSO DEVELOP A JUSTIFICATION MODEL FOR ANY GROUP REQUIRING SPECIAL FEDERAL ASSISTANCE. IT MAY BE POSSIBLE TO SET TWO OBJECTIVES IN ONE PROJECT.	THIS IS AN AREA WHERE OUR EXECUTIVE DIRECTOR HAS HAD CONSIDERABLE EXPERIENCE. HE SHOULD THEREFORE SET A LIBRARY THAT WOULD BE AN INDIVIDUAL DIRECTLY RESPONSIBLE TO THE EXECUTIVE DIRECTOR FOR THIS PROJECT. THIS PERSON WOULD BE RESPONSIBLE FOR ESTABLISHING A TASK FORCE COMPOSING OF REPRESENTATIVES FROM CONGRESS, ARLA, ALTA, ETC.	THE PROFESSION HAS ENGAGED IN NUMEROUS EVALUATIVE STUDIES OF LIBRARY AND INFORMATION SCIENCE EDUCATION BUT WE HAVE NOT PERFORMED IN DEPTH STUDIES OF HUMAN RESOURCES IN THE CONTEXT OF A NATIONAL PROGRAM. FOR SAY A PROJECTED TEN YEAR PERIOD, PROJECTS OF THIS KIND ARE A COMPELLING NEED FOR THE PROFESSION AND WE MUST TRY TO ESTABLISH THEM. THE COMMISSION MEMBERS WHO MONITORED THE CONTINUING EDUCATION STUDY AT CATHOLIC UNIVERSITY SHOULD ALSO MONITOR THIS ONE.	ALTHOUGH THE FEDERAL LIBRARY COMMITTEE IS THE NATURAL GROUP TO UNDERSTAND THIS STUDY IT HAS AFTER THE TEN YEAR PERIOD BUDGET TO DO SO. WE SHOULD ASK FOR A MAJOR GOVERNMENT SERVICE IF IT EVALUATED A MAJOR GOVERNMENT SERVICE. THE COMMISSION MEMBERS WHO MONITORED THE CONTINUING EDUCATION STUDY AT CATHOLIC UNIVERSITY SHOULD ALSO MONITOR THIS ONE.	IT SEEMS DESIRABLE TO TRY AND OBTAIN FUNDS FROM BOTH PRIVATE AND GOVERNMENTAL SOURCES TO INVESTIGATE THIS PROJECT. IT MAY BE THE BEST ONE AS ONE OF THE PROJECTS SPONSORED BY NCLAS OR A MATCHING FUND BASED ON A PRIVATE FOUNDATION OR IN THE LIBRARY.
PROJECT FORMAT	GRANT OR CONTRACT	GRANT OR CONTRACT	GRANT OR CONTRACT	GRANT OR CONTRACT	GRANT OR CONTRACT	GRANT
DURATION	1 YEAR	1 YEAR	1 YEAR	1 YEAR	1 YEAR	1 YEAR
ESTIMATED COST	\$50,000	\$50,000	\$50,000	\$70,000	\$50,000	\$50,000
RECOMMENDED FUNDING AGENCY	CLC	DEPARTMENT OF INTERIOR	US	DEPARTMENT OF LABOR	USA	NCLAS PRIVATE
NCLAS COORDINATOR						

PROJECT ACTION	OBJECTIVE	OBJECTIVE 1 ESTABLISH A LOCUS OF FEDERAL RESPONSIBILITY CHARGED WITH IMPLEMENTING THE NATIONAL PROGRAM AND COORDINATING THE NATIONAL PROGRAM UNDER THE POLICY GUIDANCE OF THE NATIONAL COMMISSION	OBJECTIVE 2A PLAN, DEVELOP AND IMPLEMENT A NATIONAL NETWORK OF LIBRARY AND INFORMATION SERVICES	OBJECTIVE 2B PLAN, DEVELOP AND IMPLEMENT A NATIONAL NETWORK OF LIBRARY AND INFORMATION SERVICES	OBJECTIVE 2C PLAN, DEVELOP AND IMPLEMENT A NATIONAL NETWORK OF LIBRARY AND INFORMATION SERVICES	OBJECTIVE 2D PLAN, DEVELOP AND IMPLEMENT A NATIONAL NETWORK OF LIBRARY AND INFORMATION SERVICES	OBJECTIVE 2E PLAN, DEVELOP AND IMPLEMENT A NATIONAL NETWORK OF LIBRARY AND INFORMATION SERVICES
	DESCRIPTION OF PROJECT PURPOSE	THE PROJECT PURPOSE WOULD BE TO INVESTIGATE THE REQUIREMENTS FOR NATIONAL LIBRARY STANDARDS IN THE AREA OF: COMPUTER COMMUNICATIONS, INFORMATION AND AUDIO VISUAL MATERIALS AND EQUIPMENT, TO FORMULATE EFFECTIVELY A NATIONAL NETWORK OF LIBRARY SERVICES, TO COMPREHEND STANDARDS AND PROVISIONS OF USE AT PRESENT, TO SET AND NATIONAL TECHNICAL STANDARDS TO GUIDE THE STATES IN THE DEVELOPMENT OF STATE LIBRARY OR LIBRARY AND INFORMATION NETWORKS, TO ASSESS THE TECHNICAL STANDARDS AND HIGHLIGHTS THE NEED FOR ENHANCEMENT OF EFFORT AND SERVES AS A BASIS FOR FUTURE DEVELOPMENT, TO MAKE THE DEVELOPMENT OF STANDARDS A GRADUAL PROCESS, IT IS NEARLY IMPOSSIBLE TO IDENTIFY AND CATEGORIZE THE STANDARDS WHICH MAY BE NEEDED AND TO OFFER AN APPROACH TO THE SALIENT STANDARDS.	THE PROJECT PURPOSE WOULD BE TO ESTABLISH A NATIONAL NETWORK OF LIBRARY AND INFORMATION SERVICES, TO INVESTIGATE THE REQUIREMENTS FOR NATIONAL LIBRARY STANDARDS IN THE AREA OF: COMPUTER COMMUNICATIONS, INFORMATION AND AUDIO VISUAL MATERIALS AND EQUIPMENT, TO FORMULATE EFFECTIVELY A NATIONAL NETWORK OF LIBRARY SERVICES, TO COMPREHEND STANDARDS AND PROVISIONS OF USE AT PRESENT, TO SET AND NATIONAL TECHNICAL STANDARDS TO GUIDE THE STATES IN THE DEVELOPMENT OF STATE LIBRARY OR LIBRARY AND INFORMATION NETWORKS, TO ASSESS THE TECHNICAL STANDARDS AND HIGHLIGHTS THE NEED FOR ENHANCEMENT OF EFFORT AND SERVES AS A BASIS FOR FUTURE DEVELOPMENT, TO MAKE THE DEVELOPMENT OF STANDARDS A GRADUAL PROCESS, IT IS NEARLY IMPOSSIBLE TO IDENTIFY AND CATEGORIZE THE STANDARDS WHICH MAY BE NEEDED AND TO OFFER AN APPROACH TO THE SALIENT STANDARDS.	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RELEVANT BACKGROUND PAPERS	LOCUS OF FEDERAL RESPONSIBILITY SYSTEM		LOST COMPARISONS OF ALTERNATE BIBLIOGRAPHIC ACCESS SYSTEMS. HERNER IMPACT OF MACHINE-READABLE DATA BASES ON LIBRARIANS.			REGIONAL RESEARCH AND BIBLIOGRAPHIC CENTERS. NELIS REPORTS.	
STRATEGY	THE AIM OF A PROJECT UNDER THIS OBJECTIVE WOULD BE TO HAVE SOMEONE BEGIN DRAFTING LEGISLATION TO ENABLE US TO SEE THE ROUGH OUTLINES OF WHAT IS NEEDED, RATHER THAN A GRANT OR CONTRACT. IT SEEMS WISER TO LEAVE THIS ASSIGNMENT TO IN HOUSE DRIFTED WITH HELP FROM CONSULTANTS.	THESE PROJECTS FALL SQUARELY UNDER THE RESPONSIBILITIES OF VARIOUS GOVERNMENT AGENCIES. IT WOULD BE ILLOGICAL FOR US TO CALL ON THE PARTICULAR AGENCY AND PERSUADE IT TO UNilaterALLY SUPPORT THE PROJECT OR TO CO SPONSOR IT WITH NELIS. WE SHOULD BE PREPARED TO DEVELOP THE PROJECT IN SUCH A WAY THAT THE SPONSOR DIRECTLY BENEFITS FROM THE RESULTS.					
PROJECT FORMAT		GRANT OR CONTRACT	GRANT OR CONTRACT	GRANT OR CONTRACT	GRANT OR CONTRACT	GRANT OR CONTRACT	GRANT
DURATION		1 YEAR	1 YEAR	1 YEAR	1 YEAR	1 YEAR	1 YEAR
ESTIMATED COST		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
RECOMMENDED FUNDING AGENCY		NELIS	NELIS/LLC	NELIS	NELIS	NELIS	NELIS/LLC
NELIS COORDINATOR							



**National Commission  
on Libraries and Information Science**

**MINUTES**

**NCLIS Research Committee  
March 9, 1979**

**Members Participating:** Robert Burns; Marian Leith; Philip Sprague;  
and Carlos Cuadra, Committee Chairman

**Staff Participating :** William Mathews

The Research Committee's first meeting was a brief one, lasting less than thirty minutes.

Initial attention turned to the formal description of the Research Committee contained in the NCLIS governance documentation. It was observed that some parts of that description might need modification, but it was felt that modification would probably come as a result of experience over the next several months.

Discussion then focused on the kinds of activities the Research Committee might become involved in. Some of the activities identified were that the Research Committee would: (1) Initiate suggestions for new research; (2) determine appropriate mechanisms and means for conducting specific research projects; (3) formulate the terms of reference for task forces and other research mechanisms; (4) suggest people to be included on the task forces, projects, and advisory committees relating to research; and (5) review requests for proposals and contracts, and monitor contract performance.

The nature of NCLIS research was discussed briefly. Although NCLIS has very limited funds for conducting research, and is not a funding agency, nevertheless it was felt that those funds, if properly directed, can answer important policy questions now facing libraries and information services. Ideas for new research might come from a variety of sources: from the Program Committee, as a follow-on to previous studies, or from the community at large. The Research Committee should frame these suggestions for consideration by the full Commission. The Committee agreed that it should be anticipatory if possible, and also look for places where our research dollars can have substantial leverage. In carrying out its work, it was conjectured that the Committee could perhaps have an educational role with respect to the Commission as well.

The Committee then determined that a much longer session would be needed to delve into the substance of its work and agreed to meet again as soon as possible to begin taking up that work.

The Research Committee then adjourned to join the Program Committee in its discussions, to gain a fuller understanding of the expected interactions between the two Committees, and to obtain a perspective on their joint responsibilities and accountability to the Commission as a whole.

William D. Mathews  
April 5, 1979



**National Commission  
on Libraries and Information Science**

**MINUTES**

**NCLIS Program and Research Committees  
March 9, 1979**

**Members Participating:** Charles Benton; Robert Burns; Francis Keppel; Marian Leith; Bessie Moore; Frances Naftalin; Philip Sprague; William Welsh; Joseph Becker, Program Chairman; and Carlos Cuadra, Research Chairman

**Staff Participating :** Alphonse F. Trezza; Douglas S. Price; William D. Mathews; and Ruby O. Woods-Robinson

The Chairman of the Research Committee, Dr. Cuadra, began by stating that it was the Research Committee's understanding that the reassignment of projects to committees as reflected in the revised agenda was simply an attempt to strike a balance between function and workload for each committee. He then described the Research Committee's discussion of functions between the Program Committee and the Research Committee. If the Program Committee defines programs, what programs do not involve research? The three approaches being used by NCLIS--contract research, task forces, and interagency transfers--can all be construed as involving research. Therefore, the Research Committee settled upon its functions as: defining the terms of reference; drafting RFP's; evaluating proposals; and monitoring the work. There are not enough members of the Research Committee to do all of the work likely to be required, so it may be necessary to use other Commissioners as a pool from which to draw for monitoring and other tasks.

The committee may initiate studies in response to external ideas, or may draw upon their own membership, the Program Committee, other Commissioners, etc. They would expect to obtain the approval of the Program Committee for Research Committee proposals.

The responsibility for keeping the Commission as a whole informed about research developments outside of the Commission's own activities is not addressed in the NCLIS Governance Document. It was indicated that the Research Committee will look into this and perhaps produce recommendations, including, possibly, another committee. Mrs. Moore observed that Dr. Cuadra had been performing that function and suggested assigning it to Mr. Mathews. The Research Committee will consider that assignment.

The meeting adjourned at this point.



National Commission  
on Libraries and Information Science

MINUTES

NCLIS Public Information Committee

Members Participating: Joan Gross; John E. Velde, Jr.; Mildred Younger;  
and Clara Jones, Committee Chairman

Staff Participating : Mary Alice Hedge Reszetar, Staff Liaison;  
Ruby O. Woods-Robinson; and Vera Hirschberg,  
Public Affairs Coordinator, WHCLIS

Observer Present : Daniel W. Casey, Former NCLIS Member

The Chairman greeted the group and gave a synopsis of her Public Library Information and Referral Service speech. She then asked members of the committee to express their ideas.

Comments from the members included the observation that the White House Conference is a great opportunity to get more than the present 25 percent of the population using their libraries as well as an opportunity to have librarians take a fresh look at themselves and open their minds. A way should be developed for the younger persons entering the library and information science profession to be encouraged to forge ahead instead of being held back by older professionals. Perhaps a model could be developed for librarians to study which would be an eye-opener and could provide new vistas and an expanded view of themselves as part of the larger world.

The Mission of the Public Information Committee was reviewed and the only change was under "Executive Director." It should read, "The Executive Director is responsible for the preparation of the Commission's Annual Report."

The committee agreed that the Commission should consider hiring a professional public information specialist on a retainer basis to handle the NCLIS' public information. They also discussed the necessity of developing a working press list for the committee to review.

The suggestion was made that the White House Information Center prepare an advance kit on the White House Conference for the whole Executive Branch. The committee agreed to explore the possibility.

The official Public Relations Plan for the White House Conference on Library and Information Services was presented by Vera Hirschberg. Mrs. Hirschberg then brought the committee up to date on the mailings to the 53 public information coordinators in the states and the preliminary newsletter which was sent to the delegates. A second edition of the newsletter is now being written.

The committee agreed they should conduct a survey of the states to see how they are following up after their state conferences. The committee expressed the need to maintain continued liaison with State Libraries and their public relations officer after the National White House Conference to help assure continued broad distribution of NCLIS information.

The committee discussed the kind of news that is issued by NCLIS and ways which should be explored to make the information more relative to the wider public it actually affects. This will increase the possibility of use of the information in the general press. The idea was discussed that feature writers should be explored, especially the ones who write columns for newspapers which serve the Commissioners' home towns.

Mrs. Hirschberg reported that six of the ten U.S. Post Offices in Washington will use die hubs from September 1 through November which will say, "White House Conference on Library and Information Services." There are 3,000 cachets being printed in Kentucky which will have the logo of the White House Conference, and they will be stamped with four stamps of the "Root of Democracy" series. They will cost about 17¢ each.

Mrs. Hirschberg also reported that they are now developing a poster, bumper stickers, etc. Distribution will include state libraries, state and national library associations, etc. They will also be sold at the Library of Congress, and at the American Library Association meeting in Dallas. Copies will also be sent to the delegates to the National White House Conference.

A suggestion was made that the logo of the White House might be considered in addition to the WHC logo on press releases, reports, stationery, etc. The committee agreed it should be explored.

Mr. Velde suggested that Mrs. Hirschberg contact a former NCLIS Commissioner, Catherine Scott, concerning press room organization. Miss Scott handled the press responsibility at the International Federation of Library Associations meeting in Washington in 1974. He also suggested that Mrs. Hirschberg work with the White House advance teams.

Mrs. Younger suggested a slogan, "Libraries Liberate!" The roots of these words are books and liberty. She noted that in foreign countries when there is a problem, the first thing that is burned is the library. The persons causing the problems are afraid of the liberty that the libraries represent.

The committee decided that until the Conference is over, their major concentration should be on the White House Conference. The meeting was adjourned.

11 April 1979

NCLIS GOVERNANCE STRUCTURE

- A. OPERATING POLICIES
- B. ADMINISTRATIVE POLICIES
- C. STANDING COMMITTEES--MISSION,  
FUNCTIONS AND RESPONSIBILITIES

March 9, 1979



	THE FULL COMMISSION	THE EXECUTIVE COMMITTEE	THE CHAIRMAN	EXECUTIVE DIRECTOR
POLICY	<p>Determines Commission policy.</p> <p>Deliberates on policy issues and problems that come before it and determines principles and/or courses of action to guide Member and Staff decision-making.</p>	<p>Assists the Chairman in identifying and resolving policy issues and problems.</p> <p>Makes policy decisions on behalf of the Commission when it is not feasible to consult with the Commission as a whole.</p> <p>Assists the Chairman, as requested, in monitoring the implementation of policy by the staff.</p>	<p>Reflects and transmits policy guidance to the Members and the Staff.</p> <p>Monitors the implementation of policy by the Staff.</p> <p>Designates Standing Committees and appoints their members.</p>	<p>Implements Commission policies and reflects them publicly in the name of the Commission.</p> <p>Recommends new policies for the Commission's consideration.</p> <p>Develops an Annual Program Plan.</p> <p>Maintains a Commission Policy Book for reference.</p> <p>Prepares an Annual Report.</p>
RELATIONSHIPS WITH CONGRESSIONAL AND EXECUTIVE DEPARTMENTS	<p>Defines the mechanisms for the conduct of official business between the Commission, Members of Congress, Heads of Agencies, and the White House.</p>		<p>Conducts official business, personally or through a designee with the White House, Members of Congress, and Heads of Agencies, in accordance with the general principles formulated by the full Commission.</p>	<p>Maintains official relationships at appropriate levels for the conduct of daily business.</p> <p>Coordinates high-level government contacts with the Chairman, in advance of such contacts.</p>
APPOINTMENT OF VICE-CHAIRMAN	<p>Elects the Vice-Chairman on an annual basis.</p>		<p>The Vice-Chairman serves for the Chairman in his absence, and performs additional duties as assigned.</p>	

	CHAIRMAN	MEMBERS	EXECUTIVE DIRECTOR
BUDGET AND EXPENDITURES	<p>Reviews the annual budget with the Executive Committee.</p> <p>Submits the budget to the full Commission in May of each year for approval before forwarding it to OMB.</p>	<p>Approve the annual budget.</p> <p>Review budget status and any departures from plan, at each regular meeting of the Commission.</p> <p>Approve departures from budget when such action is deemed necessary.</p> <p>Determine the schedule and level of detail for staff reporting of expenditures.</p>	<p>Prepares a detailed annual budget and renders detailed quarterly reports on expenditures.</p>
STAFF PERFORMANCE EVALUATION	<p>Administers an annual performance rating for the Executive Director as specified by law.</p>	<p>Provide input to the Chairman and the Executive Director concerning staff performance.</p> <p>Approve the job description for the positions of Executive Director and Deputy Director.</p>	<p>Maintains a job description for each staff member and implements a performance rating plan with the staff in accordance with the provisions of Title 5, Chapter 43 of the U.S. Code.</p> <p>Informs Commission of duties and responsibilities of each staff member.</p> <p>Submits performance rating plan to the Commission for approval.</p> <p>Administers annual performance ratings for subordinates.</p>
TRAVEL	<p>Approves requests from Members for travel not covered by an approved budget or not of a routine nature.</p>	<p>Inform Executive Director of travel plans, by phone or in writing, where travel is routine or is covered by an approved budget.</p> <p>Request approval for travel directly from the Chairman or through the Executive Director, where special circumstances are involved.</p>	<p>Assists the Chairman, as requested, in dealing with travel requests of Members.</p> <p>Submits any requests for foreign travel to the Chairman for approval in advance.</p>

	CHAIRMAN	MEMBERS	EXECUTIVE DIRECTOR
TRAVEL (continued)		<p>Prepare a brief trip report to the Chairman and the Executive Director after each trip, other than for Commission meetings.</p> <p>Furnish the Executive Director with complete data for travel reimbursement as promptly as possible after a trip.</p>	<p>Ensures that Member's reimbursement requests are processed within 10 working days of receipt of full information.</p> <p>Discusses any accounting discrepancies with Member before final forms are sent to the Office of Education.</p>
MEMBER'S SALARY	<p>Allocates fee days to Members for assigned work. Such days will either be specified as part of a project budget or agreed to separately between the Member and the Chairman in non-routine cases.</p> <p>Advises the Executive Director of the number and purpose of authorized fee days.</p>	<p>Inform the Executive Director, on a regular basis, of the use of fee days.</p> <p>Obtain the approval of the Chairman, directly or through the Executive Director, for any changes in the allocation of fee days.</p>	<p>Assists the Chairman, as requested, in dealing with Member requests for changes in the allocation of fee days.</p> <p>Records in his expenditures report the fees paid to each individual Member during that period.</p> <p>Processes reports for salary payments from Members within one pay period after receipt of complete information regarding days worked.</p>
WHITE HOUSE CONFERENCE COORDINATION	<p>Provides overall direction of the plans for the White House Conference, in his dual capacity as Chairman of the Commission and Chairman of the White House Conference Advisory Committee.</p>	<p>Through or as members of the Executive Committee of the Commission and the Steering Committee of the White House Conference Advisory Committee, assist the Chairman in unifying objectives, monitoring plans, and developing the substantive program.</p>	
REGULAR COMMISSION ACTIVITIES			<p>Circulates minutes of all committee meetings to Members on a timely basis.</p> <p>Prepares, for each regular Commission meeting, a listing of the assignments, activities, and travel of Members and Staff.</p>

## EXECUTIVE COMMITTEE

### MISSION

The Committee functions within a range of authority defined by the full Commission.

### MEMBERSHIP

The Chairman, Vice-Chairman, and the Chairmen of the three standing committees constitute the Executive Committee. The Executive Director is a non-voting, ex-officio member.

### FUNCTIONS

- Provides a mechanism for making decisions quickly in exigent situations when it is not feasible to consult with the Commission as a whole.
- Reviews the annual budget and Annual Report before they are submitted to the full Commission for approval;
- Reviews the quarterly expenditure reports prepared by the Executive Director in advance of the regular quarterly meeting of the Commission;
- Serves as a sounding board for the Executive Director;
- Meets as the need arises. It may take telephone polls of Members or make decisions itself in the Commission's name. Minutes of all committee deliberations shall be recorded and distributed, as soon as possible, to the full Commission for review at the next regular NCLIS meeting.

### RELATED RESPONSIBILITIES

#### CHAIRMAN OF THE COMMISSION

- Serves as Chairman of the Executive Committee;
- Directs the activities of the Executive Committee and determines a budget for its operations;
- Ensures that Commission Members are informed of the Executive Committee's actions immediately after they are taken.

#### EXECUTIVE DIRECTOR

- Uses the Committee as a source of advice when areas of uncertainty or sensitive problems are encountered in staff operations. (If the Chairman is unreachable, the Executive Director contacts any Member of the Committee for help and records the decision for circulation to all Commissioners.)
- Provides administrative support for Committee meetings, travel, etc.

## PROGRAM COMMITTEE

### MISSION

The Program Committee is a standing Committee responsible for setting and monitoring the Commission's short- and long-range substantive objectives. It also recommends relevant research projects, in coordination with the Research Committee.

### MEMBERSHIP

Members include a Chairman and three to six Commission Members, appointed by the Commission Chairman. A senior staff Member, appointed by the Executive Director, acts as staff liaison.

### FUNCTIONS

- Reviews Executive Director's Annual Program Plan;
- Submits a recommended program to the full Commission annually at its spring meeting, for discussion and approval;
- Meets with the staff between regular sessions of the Commission to monitor progress;
- Informs the Commission of the program status at each regular meeting;
- Raises substantive issues for Commission deliberations;
- Records and distributes minutes of all Committee deliberations, as soon as possible, to the full Commission for review at the next regular NCLIS meeting.

### RELATED RESPONSIBILITIES

#### CHAIRMAN OF THE COMMISSION

- Designates the Committee's Chairman and its Members and determines a budget for its operations,

#### CHAIRMAN OF THE PROGRAM COMMITTEE

- Prepares an annual budget and submits it to the full Commission for approval;
- Ensures that there be a report to the full Commission at each regular meeting and sets the agenda for discussion of old and new issues;
- Approves funds, within the Committee's budget, for Committee work;
- Establishes ad hoc task forces to investigate specific problems as the need arises.

#### EXECUTIVE DIRECTOR

- Prepares an annual program plan as input to the Committee's work;
- Provides administrative support for Committee meetings, travel, etc.;
- Appoints a staff liaison officer to the Committee;
- Mobilizes staff effort behind Committee objectives;
- Keeps a running account on Committee expenditures.

## PUBLIC INFORMATION COMMITTEE

### MISSION

The Committee focuses its activities externally. It relates the Commission's programs to the press, the library and information world, and the public.

### MEMBERSHIP

Members include a Chairman and three to six Commission Members, appointed by the Commission Chairman. A senior staff member, appointed by the Executive Director, acts as staff liaison.

### FUNCTIONS

- Deliberates and formulates public information policy recommendations on topics and issues brought to it by the Chairman, the Members, or the Executive Director;
- Recommends policy on outside activities, the release of publications, publicity, use of the media, etc.;
- Records and distributes minutes of all Committee deliberations, as soon as possible, to the full Commission for review at the next regular NCLIS meeting.

### RELATED RESPONSIBILITIES

#### CHAIRMAN OF THE COMMISSION

- Designates the Committee's Chairman and its Members and determines a budget for its operations.

#### CHAIRMAN OF THE PUBLIC INFORMATION COMMITTEE

- Approves funds for Committee work within the Committee's budget;
- Establishes ad hoc task forces to investigate specific problems as the need arises.

#### EXECUTIVE DIRECTOR

- Submits an annual public information plan to the Committee for review;
- Responsible for the preparation of the Commission's Annual Report, press releases, audio-visual packages, etc.; (These materials are routinely distributed based on dissemination policies developed by the Committee and approved by the full Commission.)
- Provides administrative support for Committee meetings, travel, etc.
- Appoints a staff liaison officer to the Committee.

## RESEARCH COMMITTEE

### MISSION

The Research Committee is responsible for recommending areas and topics for research and for monitoring research projects.

### MEMBERSHIP

Members include a Chairman and three to six Commission Members, appointed by the Commission Chairman. A senior staff member, appointed by the Executive Director, acts as staff liaison.

### FUNCTIONS

- Ensures that research undertaken by the Commission is supportive of approved program objectives;
- Reviews inputs for the Annual Research Plan and associated budget recommendations prepared by the Executive Director;
- Recommends to the full Commission those reports which merit official publication by the Commission;
- Arranges for the full Commission to be briefed at each regular meeting on the status of research projects and the results, when available;
- Records and distributes minutes of all Committee deliberations, as soon as possible, to the full Commission for review at the next regular NCLIS meeting.

### RELATED RESPONSIBILITIES

#### CHAIRMAN OF THE COMMISSION

- Designates the Committee's Chairman and its Members, and determines a budget for its operations.

#### CHAIRMAN OF THE RESEARCH COMMITTEE

- In collaboration with the Chairman of the Program Committee, prepares the Commission's Annual Research Plan;
- Approves funds for Committee work within the Committee's budget;
- Establishes ad hoc task forces to investigate specific problems as the need arises;
- Establishes proposal-review groups, as required, to provide technical evaluation of proposals.

#### EXECUTIVE DIRECTOR

- Prepares substantive and budget inputs for the Annual Research Plan;
- Once the full Commission has approved the Plan, the Executive Director is responsible for letting the contracts, interagency agreements, etc., operating in accordance with government and Commission requirements on procurement.
- Provides administrative support for meetings, travel, etc.
- Appoints a staff liaison officer to the Committee.